



NURSE CONSULTANT I
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE OPEN - DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678), and a Supplemental Application to the address listed below:

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| By mail with: | or | In person with: |
| Department of Corrections and Rehabilitation | | Department of Corrections and Rehabilitation |
| Selection Services Section | | Selection Services Section |
| P.O. Box 942883 | | 1515 “S” Street, Room 522-N |
| Sacramento, CA 94283-0001 | | Sacramento, CA 95814 |
| (916) 322-2545 | | (916) 322-2545 |

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Applications for Nurse Consultant I can be downloaded from State Personnel Board's website at www.spb.ca.gov or CDCR's website at www.cdcr.ca.gov, or copies can be obtained by calling **(916) 322-2545**, or visiting the address listed above.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) **Salary for Adult Institutions as of September 1, 2006**

\$8,392.00 - \$10,202.00 per month - This salary range includes pay increases approved by the United States District Court and applies to Nurse Consultant I appointed to the Adult Division of Correctional Health Care Services.

Base Salary (As of July 1, 2006)

\$5,276.00 - \$6,289.00 per month

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Care Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- Continuing Education Leave
- Reimbursement of License Renewal Fees (Actual Cost)
- Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license
- Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information):
 - ❖ Federal Loan Repayment Program, administered by the National Health Services Corporation, offered at selected institutions
 - ❖ Health Professions Education Foundation Scholarship and Loan Repayment Program offered at selected institutions

MINIMUM QUALIFICATIONS **LICENSE/CERTIFICATE:** Possession of an active valid license as a registered nurse in California.

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| MINIMUM QUALIFICATIONS, Continued | <p>(Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)</p> <p>AND</p> <p>EDUCATION: Possession of a baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a health-related field prior to 1990, the California State Public Health Nurse Certificate may be substituted for the baccalaureate in nursing (BSN); thereafter the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN or its equivalent for foreign graduates.</p> <p>AND</p> <p>EDUCATION: Possession of a master's degree in a health-related field such as: nursing, public health, health care services, health care administration, or hospital administration. All degrees must be from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.</p> <p>AND</p> <p>EXPERIENCE: Two years of professional registered nursing experience which must have included responsibility for health services program planning and implementation or an administrative, consultative, teaching, or supervisory capacity.</p> <p>Additional Desirable Qualifications: Special consideration will be given to candidates at all levels who possess professional nursing experience in a local health department or other community health agency.</p> <p>Applicants possessing the required license at the time of application must show number, title, and expiration date on their examination application.</p> |
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| EXAMINATION PLAN | <p>This examination will consist of a Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application. See section titled "How to Apply" for information on where to obtain a copy of the Supplemental Application and other needed materials.</p> <p>Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed supplemental application will be eliminated from this examination.</p> <p>Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Principles, techniques, methods, and procedures of current nursing practices2. Epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases3. Current philosophies and patterns of nursing education4. Principles and methods of consultation; group process and problem solving5. Research principles and methodology6. Roles, responsibilities, and interrelationships of the various health disciplines and health agencies7. Functions of social and health agencies8. Cultural and sociological patterns as they affect health programs9. State and Federal legislation related to health services <p>Ability to:</p> <ol style="list-style-type: none">1. Effectively provide consultation and technical assistance; establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies2. Analyze situations accurately and take effective action3. Be flexible in approach to the solution of problems4. Communicate effectively5. Prepare reports |
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| ELIGIBLE LIST INFORMATION | <p>The resulting eligible lists will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.</p> |
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| POSITION DESCRIPTION AND LOCATION(S) | <p>This is the first working level. Under general supervision, performs the less complex nursing consultation and technical assistance to public and private institutions and agencies on the provision of health services; participates in planning, developing, evaluating, and monitoring health services, programs, and studies; participates in the development and evaluation of policies, procedures, and standards; develops and coordinates training programs; may assist in the more complex health programs, studies, or reports; and does other related work.</p> <p>Positions exist with the Department of Corrections and Rehabilitation only at the Division of Correctional Health Care Services in Sacramento.</p> |
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| VETERAN'S POINTS/ CAREER CREDITS | Veteran's Preference Points will not be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination. |
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GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.spb.ca.gov.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS